

**KING COUNTY WASHINGTON
EMERGENCY SUPPORT FUNCTION (ESF) 10
APPENDIX 1
RESPONSE GUIDELINES AND PROCEDURES**

RESPONSE LEVELS PL 99-499, Title III, Subtitle A, Sec 303 ©(2,4,6)

The following KC LEPC recommended guidelines may be used by the Incident Commander, Facility Coordinator or the King County Emergency Management Duty Officer in determining resources needed for response to an acute hazardous materials incident:

Response Level 1 – Emergency Condition or Routine Release

Description: A release or threat of a release that can be controlled by on site employees and contained on site. The incident is not an immediate threat to life or property. Evacuation is restricted to the immediate area or involved structure only.

Contact: As required by Local Fire Ordinance. Clean up Contractors contacted as needed

Response Level 2 – Acute Emergency Conditions – Industrial or Transportation

Description: An acute incident involving a greater hazard or potential for threat to life or property. May require limited evacuation of the surrounding area and requires outside resources for containment and control. If injuries exist, assume Level 2.

The Facility Coordinator MUST:

<i>Contact:</i>	Local Emergency Dispatch	911
	<i>They will contact:</i>	
	Local Fire Dept/Hazmat Team and/or Police Dept, EMS	
<i>Contact:</i>	Washington State Emergency Operations Officer	800-258-5990
	<i>They will contact:</i>	
	King County Emergency Management Duty Officer	206-296-3830
	Washington State Department of Ecology	425-649-7000
	Washington State Patrol (if on roadways)	206-455-7700
<i>Contact:</i>	Puget Sound Clean Air (if airborne criteria release)	206-343-8800
	Metro Services (if released to sewer system)	206-684-1705/1111
	King Co Surface Water Mgmt (if to surface water)	206-296-1900
	King County Pollution Control (if to their system)	206-684-1556
	Cleanup Contractor (if to soil, water or work space)	see your own plan

If the quantity released is greater than the CERCLA REPORTING QUANTITY or the quantity listed under Section 313 of SARA Title III, the Facility Coordinator must:

<i>Contact:</i>	The Local Emergency Planning Committee	206-296-3830
	The State Emergency Response Commission	206-258-5990
	The National Response Center	800-424-8802

If the material is released to surface water:

<i>Contact:</i>	The United States Coast Guard (coastal navigable waters)	206-217-6232
	The US Environmental Protection Agency (inland waters)	206-553-1263
	Washington State Department of Ecology	360-407-6300
	King County Public Health	206-296-4603
	National Response Center	800-424-8802

Specialized Contacts:

Regional Response Team – USCG Ops Center
Technical Assistance may be obtained from Chemtrec at
State Dept of Health-Radiological Protection
Poison Control Center

206-220-7001
1-800-424-9300
360-682-5327
800-732-6985/517-2365 emerg

King County Office of Emergency Management
DUTY OFFICER CHECKLIST
HAZMAT Incidents

Overview

- Incidents may involve pipelines, the port, railroads, highway traffic, industrial sites or terrorist targets.
- Incidents may result from natural events such as floods and earthquakes, industrial and transportation accidents, or criminal acts.
- Incidents may be reported to KC OEM by State EMD, PSAP, Incident Commander, media or responsible party
- KC Duty Officer will utilize this checklist for:
 - HAZMAT incidents that are legally reportable to the KC LEPC
 - HAZMAT incidents with casualties, evacuations, requests for resources, fire resource movement between zones
 - HAZMAT incidents resulting from terrorist activity

Hazard Assessment

1. Document caller's name and callback number (*Caller, PSAP*) _____
2. Determine the type of material released (*Caller [may need to consult MSDS, shipping papers, driver or facility operator, visible placard], PSAP*)

3. Determine the incident location - address, business name, etc. (*Caller, PSAP*)

4. Determine when the release began - Is it ongoing? (*Caller, PSAP*) _____
5. Determine how much material has been or will be released (*Caller, PSAP*) _____
6. List other agencies that have been notified (*Caller, PSAP*) _____

7. **Was there a fire or explosion? (*Caller, PSAP, Incident Commander*)** _____

Intelligence and Protective Actions

- ☐ **Determine the number of casualties** (*Caller, PSAP, Incident Commander*)
- ☐ Identify any protective actions underway (*Caller, PSAP, KCSO Comm Center 296-3311; City EOCs, Fire Zone Coordinator (page); Police Chiefs Rep, Incident Commander*)
- ☐ Determine if 911 has been notified (*Caller*). If not, evaluate the need for 911 notification
- ☐ Identify impacts or threats to major road segments or structures (*DOT 296-8100, Fire Zone Coordinator, PSAP, Incident Commander*)
- ☐ Identify impacts to other infrastructure systems (rail, ports, pipelines, utilities, etc) (*special purpose districts, Fire Zone Coordinator, PSAP*)

Duty Officer Actions

- ☐ Evaluate the threat to people, infrastructure and the environment (Use US DOT Guidebook, internet MSDS searches, Fire Zone Coordinators, local and state agency contacts)
- ☐ If terrorist activity is suspected or confirmed, notify KCSO Comm Center and FBI *****
- ☐ Notify OEM Manager of incidents involving casualties or significant protective actions
- ☐ Activate the EOC to Level 1 when requested by any jurisdiction or fire zone coordinator or when 2 or more zones send resources to an impacted zone within the county. Request a Fire Zone Coordinator to staff the EOC.
- ☐ Go to Level 2 if significant protective actions are under way, infrastructure is impacted requiring multi-agency coordination, or incidents are expected to last more than 8 hours.
- ☐ At Level 2 activation, request reps from county departments responding to infrastructure impacts, JIC, ARC, Salvation Army, Sheriff, DNR (if environmental impacts are possible), EOC ST. Additional reps may be needed as events dictate.
- ☐ Contact State EMD (**800-258-5990**) with details from reporting party; request mission number for all incidents involving casualties, protective actions, infrastructure impacts, or reportable quantities

Additional Issues

- ☐ Discuss with county departments the need for emergency proclamation to support response efforts
- ☐ Discuss with the OEM manager deployment of a field liaison to activated city EOCs or the incident command post to coordinate information and resource requests
- ☐ Consider additional notifications to:
 - OEM staff (*group info page or conference call*)
 - Fire Zone Reps
 - NWS - Seattle **206-526-6857 24 hrs**
 - DNR Wastewater Division for incidents in or adjacent to Seattle (**206-263-3801**)
 - DNR WLR Division for surface water impacts (**993-1353 pager or 296-8100 phone**)
 - Additional EOC Reps (based on degree of impacts, protective actions)
 - City Emergency Managers, Native American Tribes

Reference Information

425-649-7000 - State Dept of Ecology	425-455-7700 - WSP
206-217-6232 - U.S. Coast Guard	206-553-1263 - U.S. EPA
800-424-8802 - The National Response Center	800-732-6985 - Poison Control Ctr
800-424-9300 - Chemtrec	

- ✓ King County Emergency Management Plan ESF 10 - Hazardous Materials Annex
- ✓ Northwest Area Contingency Plan (for Oil Spills ONLY - file cabinet in office area)

Web Sites

<http://hazmat.dot.gov/guidebook.htm> DOT Emergency Response Guidebook web site
<http://www.cdc.gov/niosh/npg/pgdstart.html#english> NIOSH Pocket guide web site
<http://hazard.com/msds/index.html> Safety Information Resources MSDS web site

Generic Hazmat Procedures for First Responders at Operations or Technician Level

Task	Subtask
Respond with hazardous materials team	Call for Advanced Life Support
Establish Emergency Action Plan	Consult Organization Directives and Response Plan
Utilize the Incident Management System	Identify the Incident Manager and PIO
	Identify the Safety Officer
	Identify Ops, Planning, Logistics, Finance Officers
	Identify the Entry Team (two or more)
	Identify the Backup Team (same as entry team)
	Identify the Decontamination Team
	Identify the Emergency Medical Team
Attempt Material Identification	Use DOT Guidebook, Cameo, Shipping Papers, Plant Personnel, Driver, Placards, Labels, etc
Establish Materials Properties	Use Sax, Chem Dictionary, or NIOSH Guide, etc. to establish: Poison, Corrosive, Flammable, Radioactive
Warn local citizens	PIO calls <u>Emergency Management</u> with Assessment
	Request activation of EOC, request American Redcross establish shelter for potential evacuees
Establish Command Post	Upwind, Uphill, Upstream
Establish Staging	For receipt of additional resources
Isolate the area	Set up HOT, WARM, and COLD Zones
Establish Site Security	Use available personnel and/or police on site
Establish Decontamination/Plan	Use at least one level PPE less than the entry team
Involve Responsible Party in ICS/ICM	Skilled personnel w/technical knowledge to Planning
Establish Unified Command as needed	Involve: Federal, State, Local and Responsible Party
Identify additional resources required	Request Directly or thru <u>Emergency Operations Ctr</u>
Notify other first responders	Include: USCG, Ecology, Police/WSP, RRT, NRC
	Establish Mutual Aid as needed
Notify Environmental and Health Agencies	Include: Health, Ecology, US EPA, NTSB, DOT
Select compatible PPE	Use available reference texts
Suit Entry Team and Backup with PPE	Use Buddy System for Entry and Backup
Enter for Site Assessment	Entry Team looks for spill evidence, mechanical damage, incompatibles, monitors for explosive atmosphere and conducts preliminary search for viable rescue candidates and unaccounted for personnel
Entry Team Communicated Assessment	If possible by radio or by returning to decontamination site, inform IC & Planning of facts
IC Assesses Action Plan	Revise plan as appropriate, may include: Evacuation of local community, request vehicle/buses Attempt Plug, Patch etc of the leaking vessel Search and Rescue, Fire Suppression Diking, damming or booming, etc. Withdrawal of responders Restriction of air space
Decontaminate Entry Team	Send to Rehabilitation and check vital signs

Send in Second Entry Team As Possible	If Action Plan Calls for such action and backup is still available
Send Victims through Decontamination	Triage (sort), alter medical facility, dispatch as needed, record personal data (address, phone, etc.)
Maintain regular contact with Media	Brief them periodically to reduce rumors
When site is controlled	Have Responsible party contact cleanup contractor
Demobilize team	Decontaminate tools, personnel, equipment
	Itemize materials requiring resupply
	Return equipment and personnel to service
Debrief Team and Media	Maintain records of response
	Adjust Plan/Procedures as needed
Conduct follow-up with Responsible Party	Supervise cleanup as needed

Generic Facility/Responsible Party Emergency Response Plan Checklist

Task	Assigned Person	Time Done
<input type="checkbox"/> Identify the Hazard _____		
<input type="checkbox"/> Establish an Action Plan – Establish Objectives		
<input type="checkbox"/> Warn Employees and Impacted Populations		
<input type="checkbox"/> Use alarm systems available		
<input type="checkbox"/> Establish Direction & Control		
<input type="checkbox"/> Establish Public Information Officer		
<input type="checkbox"/> Isolate and/or evacuate		
<input type="checkbox"/> Implement Emergency Shutdown Procedures		
<input type="checkbox"/> Account for Personnel		
<input type="checkbox"/> Attend to Injured as possible		
<input type="checkbox"/> Identify released material, if possible _____		
<input type="checkbox"/> Evaluate Resources Available and Needed		
<input type="checkbox"/> Establish Site Security		
<input type="checkbox"/> Call for assistance, give information requested		
<input type="checkbox"/> Notify as required by Law		
<input type="checkbox"/> Evaluate Damages or Impact		
<input type="checkbox"/> Respond as appropriate with proper equipment and trained personnel		
<input type="checkbox"/> Establish Decontamination, Emergency Medical, Entry Team, Backup and Safety Officer, if needed		
<input type="checkbox"/> Monitor and constantly evaluate efforts		
<input type="checkbox"/> Demobilize		
<input type="checkbox"/> Cleanup per law		
<input type="checkbox"/> Submit reports and evaluate incident		
<input type="checkbox"/> Update Facility Procedures as needed		